

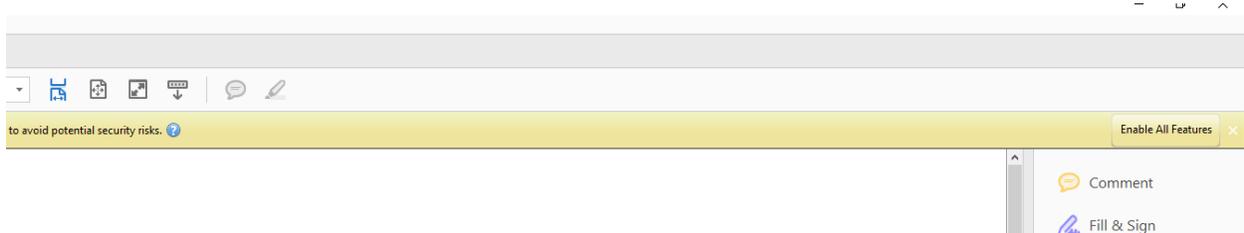
SIGNING THE SAAR-N ELECTRONIC ROUTING SHEET

Step 1: If on a military/government computer, make sure your Outlook email is up and that your PIN has been entered. Please note, when emailing the SAAR-N form, you **must use your .mil encrypted email**.

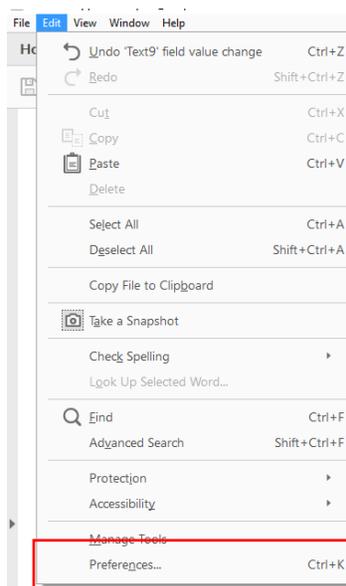
Step 2: If you have both Adobe Acrobat DC and Adobe Acrobat Reader DC, ensure the file is opened with **Adobe Acrobat Reader DC**. The file will not function using Adobe Acrobat DC.



Step 3: Click the yellow banner and select “Enable all Features”

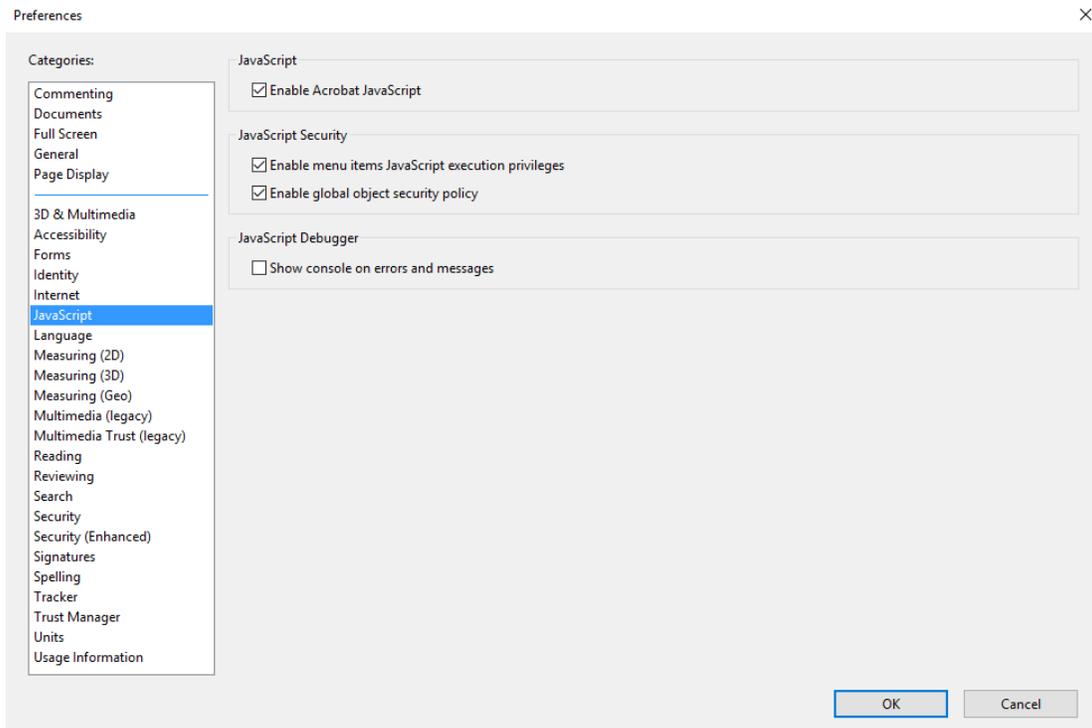


Step 4: Make sure your JavaScript is enabled by going to Edit → Preferences



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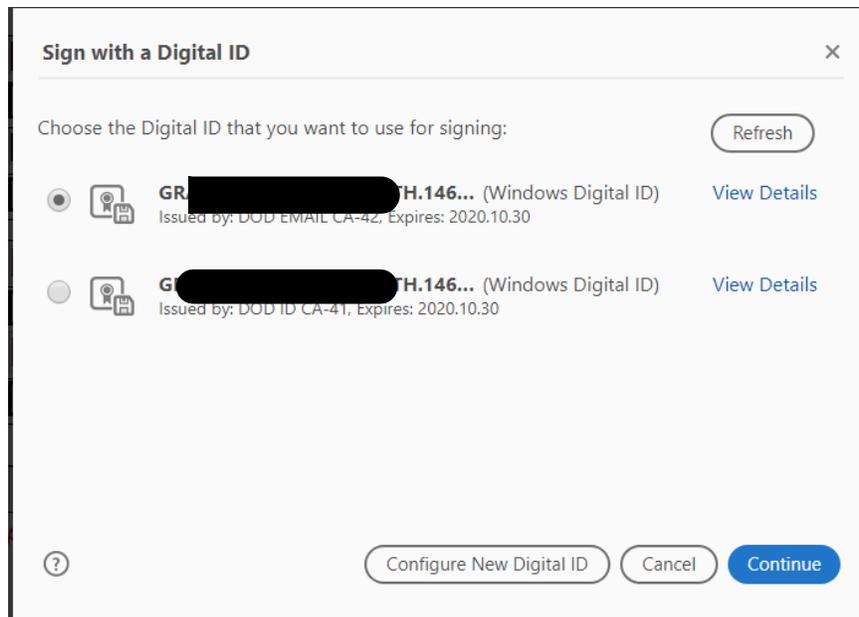
Step 4: Select JavaScript and make sure JavaScript is enabled by checking the boxes to mimic the picture:



The SAAR-N form must be signed with you CAC card's digital signature

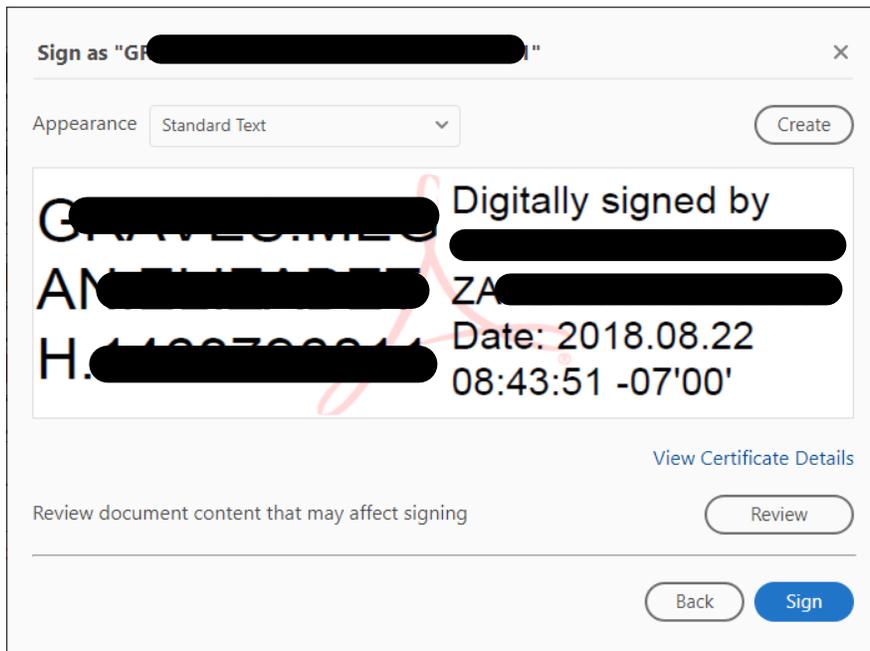
Step 5: On the form, click the signature box where you will place your digital signature.

Step 6: Select your DOD EMAIL ID if using your CAC card. Click "Continue".

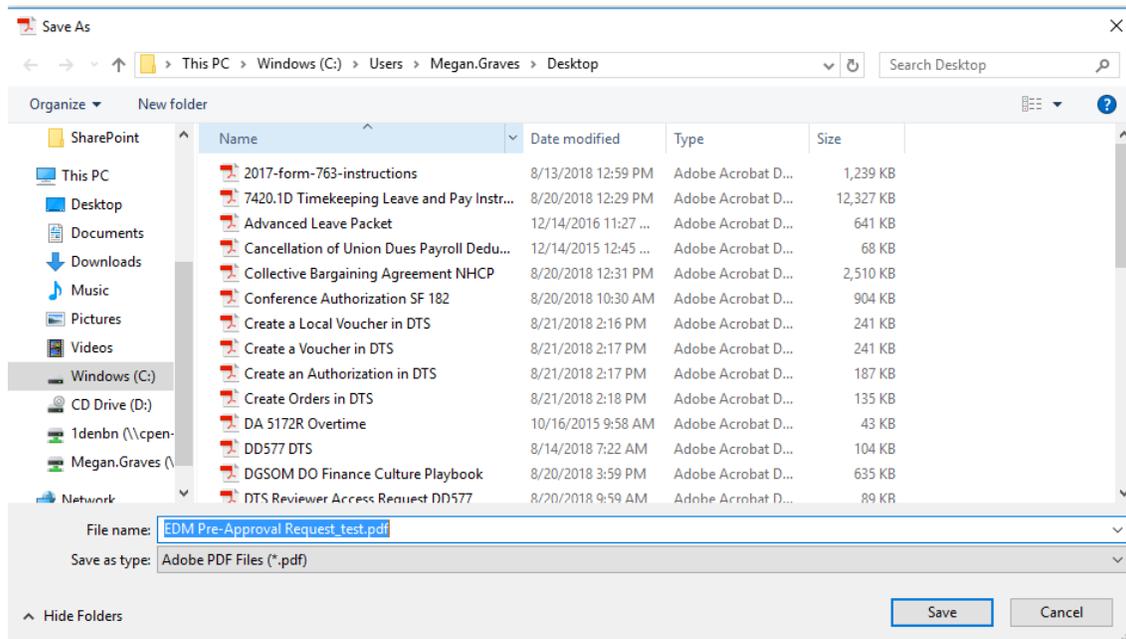


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Step 7: Select “Sign” to continue.



Step 8: Name the file and save it to your computer.



Step 9: An email should now automatically generate with the signed file attached. Enter in the email address of the approver if you are the requestor. If you are the final approver, the TO: email address will auto-populate with the requestor’s return email address. Click “Send” to complete the process.

If an email does not automatically generate, your Java settings need to be adjusted. If technical problems exist, the requestor should send the signed PDF to the SAAR supervisor’s group at usn.pendleton.navdencampenca.list.saar-n-supervisors@mail.mil